

PARTS SPECIALIST

DEFINITION

Under general supervision, purchase and distribute automotive, truck, and equipment parts and maintain the parts storeroom; to maintain a variety of records involved in fleet operations, including inventories, databases, and the procurement and distribution of parts and supplies; to maintain and track fuel inventory, and shuttle vehicles and equipment to be repaired; and to perform related work as required.

CLASS CHARACTERISTICS

Incumbents in this classification receive supervision from the Fleet Operations Manager and may receive technical and functional supervision from the Senior Equipment Mechanic. Positions at this level are distinguished by the level of responsibility assumed, and the complexity of the duties assigned. Incumbents perform difficult and responsible types of technical duties and are required to be fully trained in all procedures relating to assigned area of responsibility.

EXAMPLES OF DUTIES (Illustrative Only)

- Orders parts, materials and supplies used in the repair of motor vehicles and equipment.
- Conducts physical inventories on parts, materials, and supplies, and maintains and tracks inventory records on a computer database.
- Maintains parts inventory levels, including purchase of special order supplies.
- Determines price and availability of parts and supplies from vendors and prepare purchase orders; follows up on items not received from vendors.
- Verifies receipt, unloads, stores, transports, delivers, and distributes parts, materials, and supplies.
- Inspects faulty parts returned by mechanics against part warranty limits; prepares warranty claims.
- Cleans and maintains parts storage areas.
- Assembles and distributes preventative maintenance kits.
- Conducts physical inventories on fuel, and orders fuel; monitors and maintains fuel pumps, island, and tanks.
- Shuttles vehicles and equipment for repair.

QUALIFICATIONS

Knowledge of

- Principles and practices of automotive inventory maintenance and storekeeping.
- Principles and practices of record keeping.
- Names and uses of parts, tools, and supplies related to automotive, truck and equipment maintenance and repair.
- City purchasing and supply ordering procedures.
- Modern office methods, procedures, and computer equipment.
- English usage, spelling, grammar, and punctuation.
- Basic mathematics.
- Safe work practices.

Skill in

- Reading, interpreting, understanding, and applying automotive specifications and parts catalogs.
- Learning and applying complex store keeping principles and performing related clerical tasks.
- Responding quickly and accurately to inquiries, instructions, and requests.
- Performing accurate mathematical calculations.
- Learning local and regional suppliers and sources for parts, tools, and supplies.
- Learning maintenance procedures and requirements.
- Operating and using modern office equipment, including computer equipment and software programs.
- Communicating clearly and concisely both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

A typical way of gaining the knowledge and skills outlined above is:

- Equivalent to the completion of the 12th grade, and two years of increasingly responsible automotive/equipment parts purchasing and inventory experience.

LICENSES AND CERTIFICATES

- Possession of a valid California driver's license.
- ASE certificates for both Automotive Parts Specialist and Medium/Heavy Truck Parts are highly desirable.

PHYSICAL DEMANDS

On a continuous basis, work indoors, and sometimes outdoors; exposed to constant noise, dust, grease, oils and solvents; machinery with moving parts; moving objects or other vehicles; work on slippery or uneven surfaces. On a continuous basis, stoop, bend, twist, and climb stairs to carry, stock, and distribute parts inventory. Regularly lift, carry and work with automotive equipment weighing up to 45 pounds for short periods. Safely operate a variety of motor vehicles. Vision to read handwritten and printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone and/or by radio. Manual dexterity to use standard office equipment and supplies, including a keyboard.

FLSA: NE

POSN:

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.